



# The City of Raleigh is Seeking a Budget and Management Services Director

The City of Raleigh, NC invites qualified candidates to apply for the position of Budget and Management Services Director.

## About the Budget and Management Services Department

The Budget and Management Services Director reports directly to the City Manager and oversees a staff of 11, including program managers, analysts and support personnel engaged in the development and oversight of the operating and capital budgets, budget management, strategic planning, performance management, program evaluation, and grants administration. For the current fiscal year, Raleigh has a total budget of \$859M with a general fund of \$466M and \$180M in capital funding. The City has more than 4,000 full-time employees.

The department supports the Mayor and City Council, City Manager and city departments as they provide high quality and efficient public services to Raleigh residents. The department provides leadership and support in the following areas:

- Development and execution of the city's annual operating and capital budgets;
- Citywide strategic plan development and implementation, which includes performance measurement and benchmarking;
- Program evaluation to support informed City Council and executive management decisions; and
- Citywide grants program administration

## The Raleigh Community

The City of Raleigh, founded in 1792, is the second largest city in North Carolina and is situated in the heart of North Carolina's Piedmont region, which is centered between the sandy Atlantic beaches and the Great Smoky Mountains. The City is both the county seat of Wake County and the capital of North Carolina. Raleigh covers an area of more than 146 square miles and is home to a growing and diverse population of approximately 440,000 residents.

Together with Chapel Hill and Durham, Raleigh forms the Research Triangle Park, which was founded in 1959 as a model for research, innovation and economic development and is now the largest research park in the nation. The Raleigh-Cary metropolitan area, which encompasses Raleigh, also includes Wake, Franklin, and Johnston counties with a population of 1.24 million. [Alternatively you could choose to focus on “The Raleigh-Durham-Chapel Hill combined statistical area (CSA), which encompasses Raleigh and surrounding counties including Wake, Durham, and Orange, and has a population of almost 2.1 million.].



## Representative Accolades for the City of Raleigh

- A winning combination of characteristics won Raleigh second place in Forbes' 2014 poll of America's 20 fastest growing cities - February 2014
- Raleigh ranked among Most Innovative Tech hubs in nation by NerdWallet.
- Forbes not only gave Raleigh top billing as the best place in America to raise a family, it gave several reasons why the Capital City is the darling of the “Best of” lists for Forbes and other publications as well.
- Glassdoor, a jobs and career community, released its 25 Best Cities for Jobs report and named Raleigh is the number one city for jobs in the United States - May 2015
- The Brookings Institution's survey of the world's metropolitan regions found four American cities among the world's 50 leading economic growth areas, and Raleigh is one of them. Raleigh's job growth powers ranked 41st globally in 2014 - January 2015
- Forbes Magazine ranks Raleigh as the second-easiest U.S. city to find a job, according to a new report. - December 2015

## Candidate Profile

The Budget and Management Services Director reports directly to the City Manager. Candidates for this role must be dynamic leaders with demonstrated ability to develop and maintain collaborative relationships. The Director must synthesize and communicate complex information and issues to assist City Executives and City Council Members in understanding budgetary challenges, options, and staff recommendations.

The Director must have in-depth knowledge of large and complex local government operations, particularly current management and budgeting principles and techniques. The Director should demonstrate a familiarity with strategic planning and performance measurement principles, in particular how the principles link to management decision making and organizational development. Successful candidates must effectively communicate policies, procedures and services both orally and in writing. The successful candidate must coordinate the analytical, project management, and other work of a professional staff.

The Director must be willing to maintain a collaborative customer-focused approach to achieve the strategic vision of the organization. Candidates must establish and maintain effective working relationships with departmental employees, elected officials, representatives of other governmental jurisdictions, and the general public.

Key elements of this position include the ability to analyze management, policy, operational and financial issues and make sound recommendations for solutions.



# Qualifications

Candidates for this positions should possess a Bachelor's (4-year) college degree or equivalent with major course work focused in business or public administration. Ideally, applicants should have a minimum of 5 years of relevant, progressive managerial experience in budget administration, municipal operations and program evaluation. Preferred experience in finance/budgeting, management benchmarking, strategic planning, policy analysis, performance management, program evaluation and formal data modeling techniques.

A Master's Degree in Public Administration/Business Administration or related/relevant field of study preferred.

## Compensation and Benefits

The City of Raleigh offers a competitive salary that is based on the selected candidate's qualifications and experience. A generous benefits package includes:

- Participation in the Local Government Employees' Retirement System
- Paid time off (vacation, sick leave, and twelve paid holidays) Unique to the City, there are no caps on sick time accumulation which can be utilized as service time toward retirement.
- City paid term life insurance
- Matching 457B retirement savings plan, and
- Medical/dental insurance that includes an option at no cost for employee only coverage.

## Application and Selection Process

The application deadline is September 4, 2016. To be considered, please complete an application on our [employment website](#). Attach a letter of interest, résumé and salary requirements along with (3) professional references to your electronic application.

Note: Professional references will NOT be contacted unless a candidate is notified and in the final stages of the selection process.

Candidates best suited for the position will be invited to participate in the interview process. For more information please visit our website to learn more about the [Budget and Management Services Department](#).

For additional information on the role of the Director please contact [Marianne Sweden](#), City of Raleigh HR Business Partner at 919-996-2678.







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